Purpose: To plan, develop, implement, and evaluate educational activities of the Otolaryngology Residency Program.

Committee Members responsibilities:

1. Review and recommend revisions of the competency-based curriculum goals and objectives, if necessary.

2. Review the program annually using evaluations of faculty, residents, and 360s as outlined by the ACGME.

3. Monitor and track:
   a. Resident performance
   b. Faculty Development
   c. Graduate performance, including performance of program graduates on the certification examination
   d. Program quality

4. Attend semi-annual meetings to discuss program performance.

The requirements of the Program Evaluation Committee include the following:

1. The Committee must prepare a written plan of action to document initiative to improve performance in one or more of the following areas:
   a. Resident performance
   b. Faculty development
   c. Graduate performance
   d. Program quality

2. The action plan should be reviewed and approved by the teaching faculty and documented in minutes.